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# Mississippi Management and Reporting System

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## Department of Finance and Administration

MMRS Training Materials		
6009	How to Hire a Worker Within WIN Without Contract – Board Member (Travel and Per Diem Only)	Revision Date: 04/25/2017
		Version: 8

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## Travel and Per Diem Only

### Step 1 – Demographic Record

Check to determine if a demographic record exists for the board member. If not, enter the demographic information into SPAHRS. (Only Panel 1 is required.)

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>ME</b> (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose <b>ED</b> (Maintain Employee/Worker Demographics) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee/Worker Demographics screen will appear.

### Panel 1

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/25/2017
PHOMDM1D PHOMDM1M Maintain Employee/Worker Demographics 11:06 AM
2 more >

*Action: = (A,B,C,D,M,P) Press PF3 to continue

*SSN: _____
Last Name: _____ First Name: _____ Suffix: _____
Middle Name: _____ Maiden Name: _____
Date of Birth: ____-____-____
*Gender Code: _ *Race Code: _
*EEO Change: _ Email: _____
Mailing Address: Street: _____
City: _____ *State: __ Zip: ____-____
Permanent Address: Street: _____
City: _____ *State: __ Zip: ____-____
Phone Numbers: Home: ____-____-____ Other: ____-____-____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Left Right Quit

```

## Panel 2

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM1D PHOMDM3M Contact Information 10:33 AM
< 1 more 1 more >

*Action: _ (A,B,C,D,M,P)
*SSN: _____ 1_ of 10
*Contact Type: _____ *Relationship: _____
Name: _____ SSN: _____
Address: _____
City: _____ *State: _____ Zip Code: _____ - _____
Primary Phone: _____ - _____ Ext: _____ Other Phone: _____ - _____ Ext: _____

*Contact Type: _____ *Relationship: _____
Name: _____ SSN: _____
Address: _____
City: _____ *State: _____ Zip Code: _____ - _____
Primary Phone: _____ - _____ Ext: _____ Other Phone: _____ - _____ Ext: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Bkwd Fwd Left Right Quit

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## Panel 3

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FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM1D PHOMDM4M Miscellaneous Information 10:35 AM
< 2 more

*Action: _ (A,B,C,D,M,P)
*SSN: _____

State Hire Date: _____ Termination Date: _____
Permanent State Serv Status: _
From Date: _____ To Date: _____

Probationary Status: _
From Date: _____ To Date: _____

Veteran's Preference: _
Years of Education: _____
*Insurance Network: _____
PERS Entry Date: _____ - _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Left Right Quit

```

**Step 2 – Create WIN for Board Member(s)**

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>EE</b> (Maintain Worker Within WIN) from the Employment Menu and press ENTER.	The Maintain Worker Within WIN Menu will appear.
3. Choose <b>WC</b> (Maintain WIN Without Contract) from the Maintain Worker Within WIN Menu and press ENTER.	The Maintain WIN Without Contract screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMMP1D PHOMMP1M Maintain WIN Without Contract 10:46 AM

Action: _ (A,C,D,M,N,P)

*Agency #: ____
*WIN: ____ Approval: _

*WIN Service Type: ____
SSN: ____ Contract#: ____
*wcomp Class: ____
*Schedule: ____
*FLSA Status: _
Geo. Location: _ _ _ _ _
*Pay Method: _ *Extra Hrs: _
*Pay Frequency: _
WIN End Date: _ _ _ _ _ Warrant Sort Details: ____
*Retirement Pgm: ____ *PERS PIN Code: ____
Trans Eff Dt: _ _ _ _ _ Transmit for Approval: _

Direct Command: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Quit

```

Your Action ...	System Response ...
4. Enter the following information:  <b>Action:</b> Enter "A" <b>*Agency #:</b> Enter the four digit agency number.	
5. Press Enter.	
6. Enter the following information:  *WIN: Assigned by SPAHRS once Enter is pressed; <b>*WIN Service Type:</b> Enter <b>BOA</b> (Board/Comm Mmbrs). *Wcomp Class: Leave blank. SSN: Leave Blank. Contract #: Leave Blank. <b>*Schedule:</b> Enter a positive reporting schedule.	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p><b>*FLSA:</b> Enter code <b>E</b> (Exempt).  Geo Location: Use at agency's discretion.  <b>*Pay Method:</b> Enter <b>H</b> (Hourly).  <b>*Extra Hrs:</b> Enter <b>E2</b> (Exempt from FLSA, 7 Day, Agency = Pay, FLSA = N/A).  <b>*Pay Frequency:</b> Enter <b>T</b> (Travel), unless authorized for a monthly salary, in which case enter an <b>M</b>.  WIN End Date: Leave blank.  Warrant Sort Details: Leave blank.  <b>*Retirement Pgm:</b> Leave blank, unless the worker is a Rehired Retiree, then enter the code RETIR.  <b>*PERS PIN Code:</b> Will default to 0000 (Non-Participating PIN/WIN. If Board Member is a Rehired Retiree, enter the code 0010  <b>Trans Eff Dt:</b> Enter the date the WIN will become effective (MM DD YYYY).  <b>Transmit for Approval:</b> Enter <b>Yes</b>.</p>	
<p>7. Press Enter.</p> <p>Remember the new WIN number to use to Hire Worker into the BOA WIN.</p>	<p>The system will display the following message:</p> <p>WIN W-AAAA-XXXX-P added successfully</p>

### Step 3 - Hire Worker into WIN Without Contract (Board Members)

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>EE</b> (Maintain Worker Within WIN) from the Employment Menu and press ENTER.	The Maintain Worker Within WIN Menu will appear.
3. Choose <b>EO</b> (Hire Within WIN Without Contract) from the Maintain Worker Within WIN Menu and press ENTER.	The Hire Within WIN Without Contract screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMHWPD PHOMHWPM Hire within WIN without Contract 10:52 AM

*Action: _ (A,B,C,D,M,P)
*Agency: _ *SSN: _
*WIN: _
Requested Effective Date: _ _ _ _ Approval: _

*wcomp Class:
*Schedule: *FLSA Status:
Pay Frequency:
Pay Method: *Extra Hrs:
Geo Location:
WIN Hire Date: _ _ _ _
*New hire Reason: HEWWIN
Expected End Date: _ _ _ _
*Retirement Pgm: _ _ _ _ *PERS PIN Code:
Hourly Rate Weekly Rate Monthly Rate
*Proposed Salary: _ _ _ _ Transmit for Approval: _

Direct Command: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit

```

Your Action ...	System Response ...
4. Enter the following information:  <b>Action:</b> Enter "A" <b>*Agency #:</b> Enter the four digit agency number. <b>SSN:</b> Enter the SSN of the Board Member. <b>*WIN:</b> Enter the WIN number assigned by the system in Step #2 above.	
5. Press Enter.	
6. Enter the following information:  <b>WIN Hire Date:</b> Enter hire date (MM DD YYYY). <b>*New hire reason:</b> "HEWWIN" is system-generated (no action required by user). <b>Expected End Date:</b> Enter expected end date if applicable (MM DD YYYY) <b>Proposed Salary:</b> Leave all three rates blank. <b>Transmit for Approval:</b> Enter Yes.	
7. Press Enter.	The Eligibility Information screen appear will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM4D PHOMDMFM Maintain Employee/worker Eligibility Info 10:22 AM
1 more >
*Action: _ (A,C,D,M) Press PF3 to continue
*Agency: _____ *SSN: _____

P/W PIN/WIN PIN/WIN PIN/WIN
Ind Nbr Hire Date Term Date *Eligibility Sequence Nbr
-----
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -

Agency Hire Date...: Employee Status:
Agency Term Date...: From: To:
I9/E-Verify Status: _ Transaction Date: _ _ _

Last Upd Date/Time: Last Upd UserId:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Left Right Quit

```

Your Action ...	System Response ...
8. Enter the following information:  <b>I9/E-Verify Status:</b> Enter <b>Yes</b> or <b>No</b> . <b>Transaction Date:</b> Enter the date (MM DD YYYY) the Board Member was hired into the WIN.	
9. Press ENTER.	The following message will be displayed:  Employee-Agency XXXXXXXXXXXX-AAAA added successfully
10. Press <b>F3</b> to continue (back to the "Hire Within WIN Without Contract" screen).	

#### Step 4 – Setup Eligibility Sequence Number

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>MI</b> (Maintain Employee/Worker Eligibility Info) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Employee/Worker Eligibility Info screen will appear.



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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM4D PHOMDMFM Maintain Employee/worker Eligibility Info 11:26 AM
1 more >
*Action: _ (C,D,M) Press PF3 to continue
*Agency: ____ *SSN: _____

P/W PIN/WIN PIN/WIN PIN/WIN
Ind Nbr Hire Date Term Date *Eligibility Sequence Nbr
-----
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -

Agency Hire Date...: Employee Status: Probationary
Agency Term Date...: From: 07/01/2012 To: 06/30/2013
I9/E-Verify Status: _ Transaction Date: _ _ _

Last Upd Date/Time: Last Upd UserId:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
Help Main End Note Hist Left Right Quit

```

Your Action ...	System Response ...
4. Enter the following information:  <b>*Eligibility Sequence Nbr:</b> Enter eligibility sequence number that applies: <b>15</b> if Board or Committee Member or <b>16</b> if PERS or Legislative Board member. <b>Transaction Date:</b> Enter the date (MM DD YYYY) the Board Member was hired into the WIN.	
5. Press ENTER.	

### Step 5 – Setup Tax Records for the Board Member

#### Federal Taxes

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>FT</b> (Maintain Federal Taxes) from Maintain Payroll Information Menu and press ENTER.	The Maintain Federal Taxes screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMTX1D PHOMTX1M Maintain Federal Taxes 12:35 PM

*Action: _ (A,B,C,D,M,P)

*Agency: ____ *SSN: _____
          Tax Id: _____
          Effective Date: ____ _

Fed Tax: I9/E-Verify Status: EIC: Earned Income Credit: _
          Form W4 Submitted: _ *EIC Filing Status: _
          Tax Exempt Indicator: _ Expiration Date: ____ _
          IRS Audit Indicator: _ FICA: Medicare Wages Trans: _____
          Number of Allowances: _ Curr Medicare Rate: _____
          Additional Amount: _____ OASDI Wages Trans: _____
          *Filing Status: _ Curr OASDI Rate: _____
          Expiration Date: ____ _ Tax Exempt Ind: _____
                               Expiration Date: ____ _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help Main End Note Hist Quit

```

Your Action ...	System Response ...
4. Enter the following information:  <b>Action:</b> Enter "A" <b>*Agency #:</b> Enter the four digit agency number. <b>SSN:</b> Enter the SSN of the Board Member. <b>Effective Date:</b> Enter the date the Board Member was hired into the WIN.	
5. Press Enter.	The system will display the following message:  Specific Taxes F- XXXXXXXXXXXXX- AAAA-MCARE-XXXXXX added successfully.

### State Taxes

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>MS</b> (Maintain State Tax) from Maintain Payroll Information Menu and press ENTER.	The Maintain State Tax screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMTX2D PHOMTX2M Maintain State Tax 12:46 PM

*Action: _ (A,B,C,D,M,P)

*Agency: ____ *SSN: _____
          Tax Id: _____
          Effective Date: __ __ __

          Tax Code: MSIT Mississippi State Tax
State Tax Form Submitted: _
Tax Exempt Indicator: _____
Exempt Amount Claimed: _____
Dependent Exemption Amt: _____
Age/Blindness Exemption Amt: _____
Total Exemption Amt: _____
Additional withholding Amt: _____
*Filing Status: _____
Expiration Date: __ __ __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note Hist                               Quit

```

Your Action ...	System Response ...
4. Enter the following information:  <b>Action:</b> Enter "A" <b>*Agency #:</b> Enter the four digit agency number. <b>SSN:</b> Enter the SSN of the Board Member. <b>Effective Date:</b> Enter the date the Board Member was hired into the WIN.	
5. Press Enter.	The system will display the following message:  Specific Taxes S-XXXXXXXXXXXXX-AAAA-MSIT-XXXXXXX added successfully

**Step 6 – Request an “S” Vendor Number if the person is a new board member.**

1. Complete the Vendor File Maintenance Form (See MAAPP Manual on DFA website).
2. Specify on the form that the request is for a board member.
3. Request that the board member's Pid number be used as the “S” vendor number. (The number = S000, plus the last 6 numbers of the Pid Number, plus another 0).  
S000xxxxxx0
4. Submit the request to Bureau of Financial Control (BFC) at DFA.

**Accounting Distribution for Board Member (BOA) or Travel (Per Diem)**

Before payroll can be processed, each WIN must have an established WIN Account Distribution reflecting the appropriate accounting codes to post an accounting transaction. Before payments can be made on a worker without contract, such as Board Member (BOA) and Travel (Per Diem) WINs, a default accounting distribution must be created for a worker. Accounting distributions enable SPAHRS expenditures to be charged to one or multiple funding sources.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CW</b> (Contract WIN Menu) from the Manage Contracts Menu and Press ENTER.	The Contract WIN Menu will appear.
3. Choose <b>CD</b> (Maintain WIN Account Distribution) from the Contract WIN Menu, <b>OR</b> from the Main Menu on the Direct Command line type <b>MWAD</b> (Maintain WIN Account Distribution) and press ENTER.  <b>Note:</b> An alternate path to access this screen is <b>PA-GS-MD-CD</b> .	The Maintain WIN Account Distribution screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHPSDE2D PHPSDE2M Maintain WIN Account Distribution 01:04 PM
*Action: _ (A,C,D,M,N,P)
*Agency: _____ Budget Fiscal Year: 0000
Win#: _____ Last Distributed:
Start Date: _ _ _ End Date: _ _ _ Note : N

1_ of
*F *Sb*Rptg*Project Sb
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Percent
1 2 3 4 5 6 7 8 9 10 11 12 13
2
3
4
5
6
7
8
Save with Errors (Y/N): _ Total Percent:
Copy (Y/N): N Paste (Y/N): N Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Quit

```

Your Action ...	System Response ...
<p>4. Choose <b>Add</b> for the action and enter the following information:</p> <p><b>*Agency:</b> Enter the 4-digit SPAHRS agency code xxxx.</p> <p><b>Budget Fiscal Year:</b> Enter the budget fiscal year (yyyy) for the default schedule being established.</p> <p><b>WIN #:</b> Enter the WIN number.</p> <p>Last Distributed: The system populates the date of the last distribution for this worker.</p> <p><b>Note:</b> Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.</p> <p><b>Start Date:</b> Enter the start date of the distribution in MM DD YYYY format.</p>	
<p>5. Press Enter.</p>	
<p>6. Enter the following information:</p> <p><b>End Date:</b> Enter the end date for the distribution in MM DD YYYY format. The end date may be any time within the current fiscal year or future-dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system will roll this table over to the next budget fiscal year. <b>Note:</b> If the distribution is related to a grant, the end date should be equal to the grant expiration date, or the last day that payment or accounting adjustments can be made to the grant.</p> <p><b>Note:</b> <b>Yes</b> indicates that notes have been attached to this record; to view, press PF5.</p> <p>Copy: The system defaults to <b>No</b>. Enter <b>Yes</b> to copy all entries on this screen to another position.</p> <p>Paste: The system defaults to <b>No</b>. Enter <b>Yes</b> to paste entries from a previous screen.</p> <p>Approval: Enter <b>Yes</b> to request approval. The entry will change to <b>Approved</b> when the default distribution has been approved. The system defaults to <b>No</b>, meaning the request is not to be sent for approval.</p>	

Your Action ...	System Response ...
<p>7. Continue to enter the WIN Accounting information</p> <p><b>Pgm:</b> Enter the two-digit SPB program number.</p> <p><b>*FS:</b> Enter <b>F</b>ederal, <b>G</b>eneral or <b>O</b>ther to indicate the funding source.</p> <p><b>*Fund:</b> Enter the four-digit fund code.</p> <p><b>*Actv:</b> Enter the four-digit activity code.</p> <p><b>*Org:</b> Enter the four-digit organization code.</p> <p><b>*Sb Org:</b> Enter the two-digit sub-organization code if applicable.</p> <p><b>*Rptg Cat:</b> Enter the four-digit reporting category code if applicable.</p> <p><b>*Project Number:</b> Enter the eight-digit project number if applicable.</p> <p><b>*Loc:</b> Enter the location code if desired.</p> <p><b>Sb Obj:</b> Enter the two-digit sub-object code if applicable.</p> <p><b>*Agcy – 1, Agcy – 2, Agcy – 3:</b> Enter an agency-defined code in any or all fields if desired.</p> <p><b>Percent Dist:</b> Enter the percentage of the cost to be posted to the codes defined on this line.</p> <p>Enter additional accounting lines as necessary.</p> <p>Save With Errors: The system defaults to <b>No</b>. Enter <b>Yes</b>, if you choose to save the record with errors.</p> <p>Total Percent: The system sums this column.</p> <p><b>Note:</b> The total must equal 100%.</p>	
<p>8. Press ENTER when all information has been added.</p>	<p>The following message is displayed:</p> <p>Date Effective Account Distribution added successfully.</p>